



ERIC GARCETTI
MAYOR

MEMORANDUM

To: The Honorable Members of the City Council
c/o City Clerk

From: Eric Garcetti, Mayor *EG*

Subject: Exemption of One (1) Utility Rates and Policy Specialist III Pending
Substitute Authority Approval by the City Administrative Officer

Date: September 1, 2016

The Board of Public Works has request the exemption of one (1) position of Utility Rates and Policy Specialist III, Class Code 1681-3, in accordance with Charter Section 1001 (b) for the employment of persons to provide management services or render professional, scientific or expert services of an exceptional character.

Charter Section 1001 (b) allows up to 150 persons to be exempt, with an additional 50 added last year by the City Council pursuant to Charter Section 1001 (b)(4). Currently, there are 160 approved exemptions with one other pending request. However, as the proposed exemption of the Utility Rates and Policy Specialist III would be substituted for a previously approved Principal Project Coordinator position (C.F. 16-0129-S1), pending the approval of a substitute authority by the City Administrative Officer, there would no change to the count.

The Utility Rates and Policy Specialist III position will serve as the Petroleum Administrator for the City of Los Angeles. The Petroleum Administrator will oversee the Office of Petroleum and Natural Gas Administration and Safety, and function as a key policy advisor to the Mayor, City Council, and the Board of Public Works on matters related to the City's oil and gas production. This position will work with multiple departments and will be responsible for examining and reporting on matters related to the exploration for and production of petroleum within the City, administrating and determining compliance with all provisions of oil and gas leases, and performing any other

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related duties. This position will develop relationships with County, State, and Federal regulators and oversee the utility franchise agreement functions. The Petroleum Administrator will also represent the City at news conference and events, and will plan, strategize, organize, and respond to various oil and utility requests, including inspection and safety compliance.

The requirements of this position are graduation from an accredited four-year college or university with a minimum of three years of full-time paid professional experience in petroleum production or as a petroleum engineer, exploration geologist, or environmental geologist or engineer with experience in enhanced oil recovery methods; the use of oil well-log petro-physical and imaging interpretation, core logging, field mapping, and petro-graphic microscopy; the interpretation of chemical and isotope analysis; the knowledge of methane gas laws and mitigation; oil and gas incursion (geologic contingencies); safety measures and practices; oil, gas, geo-technical, and groundwater protection; and urban oil, gas, air, soil, and ground water contamination issues.

The exemption of this position will allow the Board of Public Works the flexibility to recruit and select the best qualified candidate who possess the necessary experience and expertise for role of the City's Petroleum Administrator. The duties and requirements as described are appropriate to the class of Utility Rates and Policy Specialist III.

I hereby approve the request for the exemption of one (1) position of Utility Rates and Policy Specialist III, pending the approval of a substitute authority by the City Administrative Officer, and transmit my action to the City Council pursuant to City Charter Section 1001 (b)(1).

EG:ms

cc: Kevin James, President, Board of Public Works
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Miguel A. Santana, City Administrative Officer
Wendy Macy, General Manager, Personnel Department